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From: Cynthia Jiles [REDACTED].edu>
Sent: Wednesday, April 6, 2022 11:14 AM
To: Bubba Hudspeth; Cheryl Thurmond; Dolly Marascalco; Donnie Caughman; Dianne Watson; John Pigott; Johnny McRight; Luke Montgomery; Videt Carmichael; Will Symmes
Cc: Erin Meyer; [REDACTED]ennis@ago.ms.gov
Subject: MCCB Executive Director Job Description
Attachments: MCCB Executive Director_Job Description 2022.docx

Good morning!

The Executive Director's job description is attached for your review. Please forward me any *special requirements* you would like to add to this description.

Do not hesitate to contact me if you have any questions.

Thank you,
Cynthia Jiles

Cynthia D. Jiles, SHRM, HRCP
Assistant Executive Director, Office of Human Resources
Mississippi Community College Board
3825 Ridgewood Rd.
Jackson, MS 39211
PH: 601-432-6524 Fax: 601-432-6375
[REDACTED].edu
www.mccb.edu

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MISSISSIPPI COMMUNITY COLLEGE BOARD JOB DESCRIPTIONS		Position Title: Executive Director
Initial Date of Adoption: June 18, 1992		Division: Executive Section/Identifier: 1.1
Revision Date(s): October 8, 2014; February 20, 2015; June 19, 2015; January 21, 2022		Branch: Position Reports To: MCCB Board Members
		Position Category: Executive Director
		Page: 1 of 1

EXECUTIVE DIRECTOR

Characteristics of Work:

This is an administrative position which involves directing, organizing, planning, and supervising the operation of the Board office in executing the policies of the Board and the statutes of Mississippi. The Executive Director is responsible for recommending and implementing policies and administrative procedures for the proper conduct of the mission and purposes of the Board. The employee must be able to provide leadership and guidance to the community college system and work with the presidents of the community colleges to assist them in carrying out mandates of their respective boards of trustees, state and federal laws, and in functioning within the state system and policies established by the Board. This leadership includes analysis of problems that affect the various campuses within the community college system and interpretation of statutes and regulations that affect community colleges. Public relations are an integral part of the Executive Director's work, and accordingly, the employee must employ diplomacy, tact, and vision in the pursuit of his/her duties.

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2. Provides organizational support for all Board activities and reports to the Board on specific assignments and tasks.
3. Ensures that the comprehensive records of the Mississippi Community College Board (MCCB), including, but not limited to, the Board's Policies and Procedures, Board meeting minutes, and personnel records, are maintained in a manner that is secure and consistent with State law.
4. Interprets, implements, and administers all policies, procedures, and guidelines of the Board.
5. Serves as the Board's representative before the Legislature and with other governmental entities.
6. Provides general leadership to the community college system by identifying trends and issues that potentially impact the mission and programs of community colleges, informing the Board and the presidents, and developing related policies, where appropriate.
7. Serves as the principal liaison for the Board with the Mississippi Association of Community Colleges and the Mississippi Community College Trustee Association.
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11. Upholds the Mission, Vision, and Core Values of the Mississippi Community College Board.
12. Performs other duties as assigned by the Board.

Minimum Core Requirements:

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From: Johnny McRight <[REDACTED].com>
Sent: Wednesday, April 6, 2022 3:11 PM
To: John Pigott, MCCB, Trustee
Subject: Fwd: MCCB Executive Director Job Description
Attachments: MCCB Executive Director_Job Description 2022.docx; Untitled attachment 00054.htm

Hey John,

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To: Bubba Hudspeth [REDACTED].com>, Cheryl Thurmond [REDACTED].com>, Dolly Marascalco [REDACTED].com>, Donnie Caughman [REDACTED].com>, Dianne Watson <dwatson[REDACTED]>, John Pigott [REDACTED]>, Johnny McRight [REDACTED], Luke Montgomery [REDACTED].com>, Videt Carmichael [REDACTED].net>, Will Symmes [REDACTED].com>
Cc: Erin Meyer [REDACTED], jonathan.denn [REDACTED]
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EXECUTIVE DIRECTOR**Characteristics of Work:**

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[REDACTED].com

From: Johnny McRight [REDACTED].com>
Sent: Wednesday, April 6, 2022 3:43 PM
To: John Pigott, MCCB
Subject: FW: MCCB Executive Director Job Description
Attachments: Highlighted version MCCB Exec Dir Description, 4-6-22.pdf

John,

Attached is the Exec Director Job Description including where I highlighted in green the qualities that I feel our guy definitely needs to meet and I feel certainly does. There is also one word highlighted in yellow due to some concerns we have had about being tough enough. Thinking it back through, our past leader never terminated anyone. She just transferred their responsibilities and work-load to someone else and moved them to an out of sight office location.....not much on firing, but who is, really?

Think the bigger question is whether the presidents are going to run-shod over our director..... I just don't see that happening even if our new leader is somewhat of a passivist who does not like conflict. But with recent events that I hope he discussed with you, he certainly may want to and try but does not run from conflict when necessary.....Seeing that and how he has handled some staff issues is impressive.

Let me know your thoughts when you can. I have not sent this to Cheryl , Luke nor Mr. Bubba. Just my thinking as of today.

Hope all is well with you and family, Johnny

From: Johnny McRight [REDACTED].com>
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[REDACTED].com

From: Johnny McRight [REDACTED].com>
Sent: Tuesday, April 12, 2022 11:08 AM
To: Cheryl Thrumond, MCCB; Luke Montgomery MCCB; 'Bubba Hudspeth'
Cc: John Pigott, MCCB
Subject: FW: MCCB Executive Director Job Description
Attachments: Highlighted version MCCB Exec Dir Description, 4-6-22.pdf

Hello Cheryl, Luke and Mr. Bubba. cc John Pigott

Please see the attached Version of the Executive Director Job Description that Cynthia emailed to all of us several days ago.

I made comments below and highlighted portions of it only to try and consider which qualifications are more or less important from my personal perspectives and frankly, which ones are a concern.

Please look this attached over and let me know if or when there is a good time for the four of us to have a zoom or a conference call today, tonight tomorrow or Thursday morning. Frankly, I would prefer to discuss this and have Cynthia make any changes before we meet Friday but also before we see other Board members pre-meeting. I am not trying to leave anyone out, but thinking too many minds and ideas creates little progress, plus, I completely trust the judgment of this group as I know John does. At any rate, please let me know any and all thoughts you may have about this description and thoughts on when you might be available to visit by phone. I will then set up a conference call or zoom, which ever works for all four of us and also John if he wants to join the call.

Thanks, Johnny

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